

MINUTES

STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, June 15, 2021, 1:00 p.m.

Stillwater County Library
27 North 4th Street, Columbus, MT 59019

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:01 p.m.

Members Present: Maureen Davey, Chair; Linda Halstead-Acharya, Lynda Grande, Kathleen Ralph, and Angie Osborne were present from the Board. Jennifer Reed, Secretary was present.

1. Approval of Minutes – May 11, 2021 – Linda moved to approve the minutes as presented. Kathleen seconded. Motion passed. May 26, 2021 – Kathleen moved to approve the minutes as presented. Lynda seconded. Motion passed.
2. Communications –
 - a. Stephanie Ray was contacted regarding potential foundation candidates. She wanted time to think about possibilities.
 - b. Stephanie Ray was emailed regarding ARPA funds the county received. The county received \$1.9 million (according to the National Association of Councils). She said funds are available. Kisha Miller, Clerk of the Court is the contact for the city. The Commissioners are the contact for the county.
 - c. An email was sent to Nancy Rohde regarding leasing policies and liability issues. She did not respond.
 - d. The Montana State Library informed us that the Status of Montana Libraries (regarding Covid operational status) will be discontinued after 6/30/21.
 - e. The Fishtail Family Fun Day Committee responded to our late request to possible attend. She said she could fit us in, and also informed us that the Absarokee Lending Library will be there. It was agreed not to participate.
3. Financial reports – The Board requested an update following the 6/17/21 budget meeting with the Commission.
4. Library Director's Report – Discussion held. See attached for report.
5. Unfinished Business:
 - a. Elevator Speech – Discussion held.
 - b. Art Committee Ad – Ad to be revised and emailed to the Trustees for approval.
 - c. Collection Development Policy – Kathleen moved to approve as amended. Angie seconded. Motion passed.
 - d. Naming Policy – Lynda moved to approve as amended. Linda seconded. Motion passed.

- e. 3D Printer Policy – Kathleen moved to approve as amended. Lynda seconded. Motion passed.
 - f. Leasing Policy – Lynda moved to table the policy and to purchase the equipment in the next fiscal budget cycle instead of leasing it. Angie seconded. Motion passed.
 - g. Updated Library Assistant Job Description – Kathleen moved to approve as amended. Linda seconded. Motion passed.
 - h. Hiring – Lynda moved to advertise PT and FT clerk positions with the same job description. Angie seconded. Motion passed.
 - i. Board Vote on Staff Wage Increases
 - i. Jessie, Khali – Kathleen moved to increase Jessie’s wage to \$15.75 and Khali’s to \$17.35. Angie seconded. Motion passed.
 - ii. Jennifer – Kathleen moved to increase Jennifer’s wage to \$28.50. Lynda seconded. Motion passed.
 - 1. Documenting Jennifer’s Evaluation – Evaluation turned into Joe Morse to place in Jennifer’s file.
6. New and Miscellaneous business:
- a. 4th of July Closure – Lynda moved to close the library July 3-5 for the 4th of July holiday. Linda seconded. Motion passed.
 - b. Creating a Director’s Office – Jennifer to contact Kevin Blankenship for a quote on creating offices and possibly permanently covering the gazebo.
 - c. Depreciation Fund Transfer Letter – Kathleen moved to send a letter to Joe Morse stating, “The library would like to transfer the maximum allowable by statute but not less than \$10,000.” Lynda seconded. Motion passed.
 - d. Library Hours Adjustment – Kathleen moved to change the library hours to Monday- Friday 9:00-5:30 and Saturday 10:00-4:00 beginning the first week of July.
 - e. FCIP – A meeting will be scheduled with the Commission regarding the FCIP as it relates to the library.
7. Announcements
- a. Discussion was held regarding grants the library is encourage to apply for.
 - b. Discussion was held regarding Stillwater County News advertisement options.
8. Adjournment – The meeting was adjourned at 4:02 p.m.

Next Meeting July 13, 2021

Action Items:

- Jennifer to update Board on budget meeting with the Commission.
- Jennifer to revise art committee ad and email to the Trustees.
- Jennifer to request FT Library Clerk ad to be posted.

- Jennifer to submit updated Library Assistant job description to Joe for upload into Bamboo.
- Jennifer to contact Kevin regarding office quote.
- Jennifer to draft a depreciation fund letter to be sent to Joe prior to July 15th.
- Jennifer to schedule a meeting with the Commission regarding the FCIP.
- Add to next agenda: Policy review rotation. SCN ads, grants, annual report, new offices/gazebo covering, resolution, and items on July Trustee's Calendar.